



STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION

INEZ MOORE TENENBAUM  
STATE SUPERINTENDENT OF EDUCATION

**MEMORANDUM**

**TO:** District Superintendents  
Assistant Superintendents for Instruction  
District Test Coordinators

**FROM:** Theresa G. Siskind, Director  
Office of Assessment

**DATE:** March 31, 2006

**RE:** Update on Assessments

Spring is in the air, bringing with it spring testing. The most current information from the Office of Assessment about various testing programs is highlighted in this memorandum. An Assessment Schedule with important dates for spring and summer 2006 is attached. **Please share this information with all appropriate staff members in your district, especially your social studies coordinators since the SDE Social Studies Coordinator position is still vacant.** Copies will be sent only to the addressees above. Remember that the District Test Coordinator (DTC) is the official district contact with all contractors.

**General Information**

**DTC Review Meeting** – The annual DTC Review meeting is scheduled for Monday, June 12, 2006, from 10:00 a.m. to 3:00 p.m. in Columbia. Lunch will be served. Meeting details and registration forms will be sent directly to DTCs in the coming weeks.

The morning session provides an opportunity for DTCs to give feedback and suggestions for the PACT, HSAP, EOCEP, ELDA, Project Star, and NAEP. After lunch, there will be round table discussions about specific testing topics for each program. DTCs will rotate to different tables to participate in the more-detailed discussions facilitated by the SDE and contractor's staffs.

**Pretest Workshop for New DTCs** – A pretest workshop for the summer administrations of EOCEP and HSAP will be held on June 12 from 9 a.m. to 10 a.m., prior to the DTC Review meeting. This presentation is primarily for new DTCs, but all DTCs are welcome to attend.

**Scheduling of Training Sessions** – District Test Coordinators (DTCs) should ensure that School Test Coordinators (STCs), test administrators (TAs), and monitors are trained before being allowed to administer statewide tests. All DTCs and STCs who will be involved with handling test materials or administering the test should receive a Test Administration Manual (TAM) in advance of the test dates so that adequate time is allowed for personnel to read through the document. It is important that personnel understand all policies and procedures described for test administration, test security, receipt of materials, and packaging and return of test materials.

All monitors must be trained. For the convenience of the schools, we have provided a separate pullout section for monitors including the separate test security form that is more applicable to their functions within the classroom. The perforated pages for the monitors are located in Appendix F of the TAMs and can be copied for as many personnel as needed.

All testing personnel must sign a test security agreement form and return it to the DTC. The test security agreement forms should be kept on file for at least three years.

**House Bill 4328** - House Bill 4328 was signed by the Governor March 24, 2006. The full text can be found on the Web at [http://www.scstatehouse.net/sess116\\_2005-2006/bills/4328.htm](http://www.scstatehouse.net/sess116_2005-2006/bills/4328.htm). A separate memorandum is forthcoming with more detailed information.

**English Language Learners** – Students who are coded as 0 – 5 in the ESL field in SASI, and who are in their first year in a U.S. school (with an appropriate date in the “U.S. Sch Entry” field on page 3 of the Student Atom in SASI), are not required to take the HSAP ELA test or the PACT ELA, science, and social studies tests. However, if students qualify to exempt the HSAP and PACT tests and take them, their scores will not count in the school and district accountability systems. Information about exempting the HSAP ELA test was not included in the *HSAP Test Administration Manual* because the Department wants to encourage schools to administer the HSAP to these students in order to give the students every available opportunity to take the HSAP.

### **Testing Students with Disabilities**

Contact: Courtney Johnson Foster 803-734-3552 [cjfooster@sde.state.sc.us](mailto:cjfooster@sde.state.sc.us)

STCs and special educators should coordinate plans at the school level for testing students with disabilities to ensure that all arrangements are in place for test administrations that involve the use of testing accommodations and modifications. TAs should review Appendix C in the TAMs for each program for specific information on allowable accommodations and modifications. Any special requests for use of accommodations or modifications that are not listed in the TAM should be made no later than a week prior to testing. The special request form is included in Appendix C and should be faxed to Courtney Foster at (803) 734-8527.

### **Palmetto Achievement Challenge Tests (PACT)**

Contact: Susan Creighton 803-734-8535 [screight@sde.state.sc.us](mailto:screight@sde.state.sc.us)

**PACT Brochures for Parents** - Newly developed brochures will be available for distribution to parents prior to the PACT administration.

**Testing Schedule** - The PACT test dates are provided on the attached schedule, inside the front cover of the TAM and the DTC Supplement, and on the *Test Dates* link on the Assessment web page: <http://www.myschools.com/offices/assessment/>.

**Science and Social Studies** - All PACT students in grades 3 through 8 will take both the science and social studies tests in spring 2006. The tests will not contain any constructed response items. Students in all grades will use answer documents for science and social studies only. A sample answer document for each subject is linked to the PACT Web page at

<http://www.myschools.com/offices/assessment/PACT/index.htm>. The social studies tests will be based on standards common to the old and new standards; the science tests will be based on the old standards.

**Field Test Participation** – A memo was sent to District Test Coordinators on March 15, 2006 providing information about the Spring 2006 field tests. A second memo from DRC was attached. Both memos can be found on Office of Assessment Web pages:

[http://www.myschools.com/offices/assessment/Test\\_Area/documents/2006PACTFieldTests.doc](http://www.myschools.com/offices/assessment/Test_Area/documents/2006PACTFieldTests.doc)

[http://www.myschools.com/offices/assessment/Test\\_Area/documents/FTPParticipationMemo.doc](http://www.myschools.com/offices/assessment/Test_Area/documents/FTPParticipationMemo.doc)

**PACT Ruler** – The mathematics ruler has been modified for the spring 2006 administration. Revisions include the addition of zeros on the inches and centimeters sides of the ruler and the removal of some of the white space at each end. The rulers are not to be marked on or cut. If a student marks on a ruler during testing, the ruler must be returned with other test materials to the contractor after testing. An image of the updated ruler can be downloaded from the Office of Assessment Web page.

<http://www.myschools.com/offices/assessment/PACT/documents/Ruler2.pdf>

**Packaging of Form A Bold-Line Paper and Typed Responses** - A new procedure has been implemented for returning bold line paper and typed responses. For Form A tests **only**, responses should be inserted into the front of the test booklet. Then, the student test booklet should be placed into the envelope with a bright pink label titled, "Special Handling Response Envelope." Multiple student test booklets may be placed into this plastic bag. This procedure is described on page C-23 of the PACT TAM. (The procedures for customized forms, also described on page C-23, have not changed.)

**PACT Spring 2006 Report Schedule** - The delivery dates for the PACT reports and CD-ROMs are on the back inside covers of the PACT TAM and the DTC Supplement and on the attached schedule.

### **Performance Beacon**

Contact: Nancy Whitlock 803-734-0664 [ncwhitlo@sde.state.sc.us](mailto:ncwhitlo@sde.state.sc.us) or Lane Peeler 803-734-8282 [lpeeler@sde.state.sc.us](mailto:lpeeler@sde.state.sc.us)

Performance Beacon is an online system that allows districts to review, analyze, and generate reports for HSAP and EOCEP test results for the state and for each district. Questionnaire results for HSAP and EOCEP can also be reviewed online. It is the only source for strand level information on EOCEP. Performance Beacon can be found on the Web at <http://performancebeacon.air.org/sc>. The password to access Performance Beacon has been provided to District Test Coordinators.

### **High School Assessment Program (HSAP)**

Contact: Nancy Whitlock 803-734-0664 [ncwhitlo@sde.state.sc.us](mailto:ncwhitlo@sde.state.sc.us)

**Test Dates** – Test dates are provided on the attached schedule.

**Spring Participation Guidelines** - The spring HSAP participation guidelines apply to students enrolled in public high schools and adult education centers and are posted on the Web:

[http://www.myscschools.com/offices/assessment/Programs/HSAP/documents/GuidelinesF05\\_001.pdf](http://www.myscschools.com/offices/assessment/Programs/HSAP/documents/GuidelinesF05_001.pdf).

All enrolled students who meet eligibility requirements must take the HSAP, including foreign exchange students. There is no limit on HSAP testing based on age or number of attempts. Districts must provide remediation for students before they retake either the ELA or mathematics test.

**Linking Labels** – When the use of linking labels is required (test booklets are not pre-coded or do not contain a pre-coded linking label), student names should be hand-coded on both the ELA test booklet and the mathematics test booklet.

**Graduation Express** – To help ensure prompt processing of test results for graduating seniors in the spring administration, please make sure the steps below are followed.

1. STCs darken the “Graduation Express” bubble on the School Header Sheet for the batch of test booklets of graduating seniors.
2. DTCs follow the return procedures for Graduation Express outlined on pages 18 and 19 of the *HSAP Test Administration Manual*.

**Summer Participation Guidelines** – The following guidelines are for the summer administration of the HSAP and will be posted to the Web.

Following a remediation program in summer school, a summer administration of the HSAP may be offered to students who have not passed the exit examination and who are planning to graduate before the beginning of the next school year. All accommodations and modifications for students with disabilities and students with limited English proficiency available during the spring administration are available for the summer administration.

### **End-of-Course Examination Program (EOCEP)**

Contact: Lane Peeler 803-734-8282 [lpeeler@sde.state.sc.us](mailto:lpeeler@sde.state.sc.us)

**United States History and Constitution (USHC) Spring 2006 Field Test Window** - The USHC field test is scheduled for the spring 2006 EOCEP administration. The field test may be administered during the same district window as the operational EOCEP tests, or it may be administered in a separate window. The separate five-day window and five-day make-up window may be selected at the district’s discretion. However, all windows must occur within the state EOCEP testing window.

**USHC Sampling Plan** - All regular schools that teach US History will be involved in the field test. Schools with 165 or fewer students enrolled in the course will administer the field test to all students. Schools with more than 165 students enrolled in the course will test a random sample of 165 of the students. The contractor for EOCEP has provided the samples to the DTCs.

Special schools, home schools, adult education centers, and students who require modifications or customized materials will not be included in this field test. Since students who are enrolled in an alternative school are also on a regular school roster, some of them may have been selected for the field test sample. Schools that are testing all of their USHC students may eliminate these alternative school students from their field test sample. Schools that are testing a sample of their USHC students may substitute other students from that school for the alternative school students.

**On-line Testing** – The Department continues to provide for on-line testing at district and school's option. E-tools is an on-line program that allows students to practice using the tools provided during testing. E-tools can be downloaded from <http://etest.pearson.com/customers/southcarolina/EOCEPTRNG/resources.htm>.

**Comparability Study** - Pearson Educational Measurement (PEM) will conduct a comparability study of paper/pencil and online testing involving Physical Science and English 1 using the spring 2006 EOCEP test results. Small-scale comparability studies for algebra (Spring 2005) and English 1 (Fall 2005) were conducted. The summaries are posted on the Web site at <http://www.myschools.com/offices/assessment/ResRpt/ResRpt.htm>.

**TestNav Update** – The contractor updated the eMS on-line testing system, TestNav, effective March 13, 2006. The updated version of TestNav is version 4.17. TestNav users who have version 4.16 installed can run an auto-update by clicking on the icon of their current version of TestNav to accomplish the upgrade to version 4.17. TestNav users who have version 4.15 or below installed should go to the eMS Web site and the Test Delivery section to download the Upgrade Installation to upgrade to version 4.17.

### **English Language Development Assessment (ELDA)**

Contact: Chris Webster 803-734-5721 [cwebster@sde.state.sc.us](mailto:cwebster@sde.state.sc.us)

Accommodations and modifications to be used for the ELDA must be specified in the student's IEP or 504 Plan. Currently, the only modification allowed for the ELDA is a signed administration. While there is not an alternate form of the ELDA yet, districts must attempt to test all English language learners on all four tests.

The Department is a member of a group of approximately 17 states that developed the English Language Development Assessment (ELDA). The ELDA was partially supported financially by a federal grant awarded to the state of Nevada. The assessment was developed to comply with Title III law that requires the development and use of rigorous English proficiency tests that measure comprehension, speaking, listening, reading, and writing skills. The responsibility of the administration of the ELDA was transferred to the Office of Assessment this past fall. Currently, the materials (e.g., tests and manuals) are as they were provided from the group of states that developed the assessment. The Office of Assessment will spend the summer of 2006 reworking manuals and materials to eliminate the problems that have been encountered during the 2006 ELDA administration and to be more in line with the other testing programs managed by this office. In addition, the office is investigating the possibility of a shorter version of the ELDA. We appreciate your patience and apologize for problems you may have encountered this year.

### **South Carolina Readiness Assessment Profile Interactive (SCRAPI)**

Contact: Jim Casteel 803-734-8293 [jcasteel@sde.state.sc.us](mailto:jcasteel@sde.state.sc.us)

#### **SCRA**

The Early Childhood Assets study gathers information about aspects of the district early childhood programs including SCRA. The form for completion was sent from the Office of Early Childhood to the District Early Childhood Coordinator and must be returned to the Office of Early Childhood by May 1, 2006.

The Principal Verification form should be completed when the school's Year End SCRAPI ratings are completed. The form should be returned to the SCRA coordinator at the district office.

#### **SCRAPI**

The Year End window on SCRAPI will be open on May 1. Please remind all teachers that the ratings will begin in May and close at the end of the school year. The window will actually close on June 9 for all users. Paper reports will be sent in July.

### **National Assessment of Educational Progress (NAEP)**

Contact: Therese Carr 803-734-3747 [tcarr@sde.state.sc.us](mailto:tcarr@sde.state.sc.us)

The grades 4 and 8 national and state-level NAEP 2005 science assessment results will be released in mid to late April.

Schools and districts selected for participation in NAEP 2007 will be notified in late May and/or June, 2006. The following subjects will be assessed on the NAEP 2007 assessment:

- Reading at grades 4, 8, and 12 (state-level results in grades 4 and 8 only)
- Mathematics at grades 4 and 8 (state-level results in grades 4 and 8)
- Writing at grades 4 and 8 (state-level results in grade 8 only)

The National NAEP Web site contains sample items and data for all NAEP states. The Web address is <http://nces.ed.gov/nationsreportcard/nde/>. Information specifically related to items may be located at <http://nces.ed.gov/nationsreportcard/itmrls/>. The S.C. Department of Education is preparing a comparison of South Carolina standards and NAEP standards.

### **Office of Assessment Web Site**

Information about the testing programs (including this memorandum) may be located on the Office of Assessment Web site at <http://www.myschools.com/offices/assessment/>. Information is updated continually.

Attachment